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Chrono

IHSA 81-017

15 September 1981

MEMORANDUM FOR: [ ]   STAT
                  DDS&T ADP Coordinator

ATTENTION: [ ]   STAT

FROM: [ ]   STAT
                  DDA/IHSA

SUBJECT: IHSA Database Survey

     1. As you know from our telephone conversation of
14 September 1981 we are in the process of surveying all of
the Agency's critical, significant or unique databases. The
identification of these databases may be established using
the following criteria:

     o   Are used in direct support or critical intel-
         ligence functions and products that require
         the attention of senior Agency personnel (e.g.,
         DCI-; DD-; NIO-level). (Examples of "critical
         intelligence functions" include military,
         political, or economic intelligence estimates;
         collection of operations management; or support
         to the President and NSC in crises.)

     o   Are utilized by a range of users from different
         elements within the Agency or community-wide,
         and are interconnected (or planned to be
         connected) with other systems.

     o   Are used by 10 or more users, or are heavily
         used by a few senior users.

     o   Are automated, planned to be automated, or
         are unique and highly valued although manually
         filed (e.g., heavily used cardfiles).

     o   Have annual maintenance budgets greater than
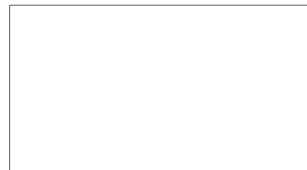   [ ] or maintenance staffs of two or more   STAT
         persons.

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Databases that meet any of these criteria should be identified for surveying.

2.   Information which we desire to collect on the databases is of the following type:

o   Descriptive and background information

o   Specific use information

o   Size, complexity and interface information

o   Database structure information

o   Database functioning information (update frequency, archiving, etc.)

3.   We would appreciate your informing the various DDS&T components of this survey so they can identify databases for possible inclusion.   After that we would like to meet with you so we can firmly establish the databases to be surveyed.

STAT